

**Minutes of the Estates Committee Meeting on Monday 8 February 2021 held by
a virtual Teams meeting commencing at 7.30pm**

Councillors present: Mr D Hollands (Chairman), Mr M Beckwith, Ms L Clarke, Mr Ivor Davies, Mr Vic Davies, Mr P Dengate, Mr B Hinder, Mr C Sheppard and Mr P Sullivan together with the Assistant Clerk, Mrs M Fooks.

The Chairman opened the meeting by thanking Cllr Hinder for notifying members of the sad passing of Cllr Anne Brindle's husband Adrian. Members passed on their condolences.

1. Apologies and Non-Attendance

None all members were present.

2. Declaration of Interest or Lobbying

The Assistant Clerk informed Councillors that their dispensations for Dove Hill Allotments had expired, new forms were being processed for signing and would be forwarded to those Councillors with allotment plots.

3. Minutes of the Previous Meeting 21 December 2020

The minutes of the meeting were **agreed** and would be signed as a true record at a later date.

As no members of the public were in attendance, the meeting was not adjourned.

4. Matters Arising from Previous Minutes

4.1. Minute 3417/4.1 Ceremony and plaque for Alan's Tree. On hold until normal meetings can resume. **Noted.**

5. Dove Hill Allotments

5.1. Allotment Report **received** and **noted.**

5.2. Pest Purge Report. **Received** and **Noted.** Cllr Dengate informed members that he had found that codling moths were present at the site but only in certain areas. After some discussion it was **agreed** that he should inform the pest control company to see if he can offer some advice. **Action Cllr Dengate/Pest Purge.**

5.3. Allotment Tenants Association Working Group – Members were advised that there was still a vacancy on the working group. Cllr Sullivan **agreed** to join the group. It was also **agreed** that the Assistant Clerk would organise a meeting date and be present to take the meeting notes. **Action Assistant Clerk.**

6. Matters for Information

6.1 Refuse Collection and Recycling at Beechen Hall. Members **received** the Assistant Clerk's report and **agreed** to a review of the hall's refuse and recycling needs and gain costs for members to consider and agree out of meeting. **Action Assistant Clerk.**

7. Assistant Clerk's Report

7.1. Hall hire fees income. **Received** and **noted.**

7.2. Account balances. **Received** and **noted.**

7.3. Profit and Loss. **Received** and **noted.**

7.4. Income and Expenditure. **Received** and **noted.** Cllr Dengate asked for clarification on why the IT subscriptions budget was overspent. The Assistant

Clerk **agreed** to check and circulate to members out of meeting. **Action Assistant Clerk.**

7.5. Reopening of Beechen Hall. Members **received** and **noted** the Assistant Clerk's report. Cllr Bob Hinder proposed, seconded by Cllr Dengate with all in favour to charge the Blood Donor Service £30.00 per hour before 6pm and £40.00 per hour after 6pm for the use of the whole venue including the acorn room.

7.6. Accident Report – The Assistant Clerk informed members that the caretaker had an accident and that a report had been completed. She confirmed that she had contacted him for 2 days after the accident to check he was OK.

8. Parish Managed Play Areas

8.1. Franklin Drive Play Area, Network Rail Update. Members **noted** the licence agreement had not been received. Cllr Sheppard reported that Network rail had moved the portacabins from Grovewood Drive South as a lot of the work had been completed, he praised them for leaving the area in a tidy state and said it was unlikely that they would need access through the play area at the present moment as they have higher priority work elsewhere on the network. Members requested MBC are contacted to remove the Heras fencing erected around the play equipment. **Action Assistant Clerk.**

8.2 WDJO Management Plan 2021-2026. Members **received** the management plan and the consensus was that it was a comprehensive and well detailed plan. After discussion members **agreed** that they could not adopt the plan in its entirety as there are some parts to it that are not achievable, they did however say it was a very good reference document. Cllrs Vic Davies and the Assistant Clerk **agreed** go through the document and highlight those areas that would be achievable. **Action Cllr Davies/Assistant Clerk.**

9. Policies and Procedures

9.1. Sharps Policy – This is still fit for purpose. **Noted.**

9.2. Disposal of Hazardous Material. This is still fit for purpose. **Noted.**

9.3. Kitchen Hot Water Boiler. This is fit for purpose, title changed to include the word Kitchen. **Action Assistant Clerk.**

9.4 Review of Calendar 2021/22 agreed with the inclusion of Burial Ground Procedures and fees in August. **Action Assistant Clerk**

9.5 Terms of Reference – Estates Committee. Agreed with the inclusion of 'or leased' in the description of property. **Action Assistant Clerk.**

9.6 WDJO/Franklin Drive Play Area Risk Assessments. **Agreed** with minor changes. **Action Assistant Clerk.**

10. Burial Ground

The Assistant Clerk confirmed that the Clerk had not received any comments from the PCC on the following documents. Members **agreed** to accept and adopt them with minor amendments, subject to any further comments received from the PCC.

10.1 Burial Ground Regulations.

10.2 Burial Ground Procedures.

10.3 Burial Ground Fees.

11. Ivy growing on the south wall in Boxley Churchyard.

11.1 Members **received** the Clerk's update and requested that the programme of works and quotation is circulated to members out of meeting for a decision. **Action Clerk.**

12. Matters for Decision

12.1 CCTV Cameras/Lights. Members **received** the Assistant Clerk's report on the failure of 2 analogue cameras at the hall. The replacement of these cameras had been agreed and built into the budget for the next 2 years. However, this

failure has now meant this expenditure is brought forward. Cllr Dengate proposed, Cllr I Davies seconded with all in favour to accept the quotation of £600.00 to replace the cameras with digital ones. The expenditure (£1050.00) for the associated equipment to enable this had been **agreed** at the December meeting and placed into 2021/22 budget, this will now be taken from this year's earmarked reserve. Cllr Dengate requested further clarification from Wizard Systems on the following points:

- Are the digital NVR and 10 port poe switch rack mounting or do we need to provide a shelf in the comms cabinet?
- If rack mounting does it come with the fixings?
- Is the license for the 5 users a portable license ie if it is installed on one laptop and that fails can others access the software?

Action Assistant Clerk/Wizard Systems.

In view of the confidential nature (personal details and data) on the following item to be transacted, it is advisable that the public and press are excluded from the meeting for the duration of or part of the item. There were none to exclude.

13. Caretaking Update

Members **received** and **noted** the Assistant Clerk's report regarding the current caretaking at the hall which included the furloughing arrangements of staff.

14. Date of Next Meeting

Monday 19 April 2021 location to be confirmed. **Noted.**

Meeting closed at 9.04pm.

Signed as a correct record of proceedings.

Chairman.....

Date.....